



Indiana Stadium and Convention Building Authority

John P. Klipsch, Executive Director

425 W. South Street
Indianapolis, IN 46225

Request For Qualifications (RFQ)
For selected design and engineering
services for the planned
Indiana Convention Center
Expansion Project

April 10, 2006

I. Description of Project

Last year the Indiana Legislature adopted House Bill 1120, which has now been codified at Ind. Code 5-1-17 (the "Legislation"). Pursuant to the Legislation, the Indiana Stadium and Convention Building Authority ("ISCBA") has now been created to finance, design, construct and own the Indiana Stadium. Once the Indiana Stadium is complete, it will be leased to and operated by the Capital Improvement Board of Managers of Marion County ("CIB"). The CIB has, in turn, entered into a sublease with the Indianapolis Colts, Inc. (the "Colts"), pursuant to which the Colts will play their home NFL games within the Indiana Stadium. The Indiana Stadium will also be marketed by the CIB, in conjunction with the Indianapolis Convention and Visitors Association ("ICVA"), to periodically host NCAA and other sporting events, conventions, concerts, trade shows and other major public events. On March 13, 2006 the CIB approved a naming rights agreement between the Colts and Lucas Oil Products, naming the Indiana Stadium the Lucas Oil Stadium. The Lucas Oil Stadium is scheduled to be complete in August of 2008, to permit the Colts to play their home NFL games in the Lucas Oil Stadium during the 2008 NFL season.

In order to expand the Convention Center, the ISCBA will then demolish the RCA Dome and will proceed to finance, design, construct and own an expansion to the Indiana Convention Center (the "Convention Center Expansion"), which will be located on the current site of the RCA Dome. The ISCBA anticipates that the Convention Center Expansion will be substantially complete in the 2nd or 3rd quarter of 2010 and, once complete, it will also be leased to and operated by the CIB.

During and after the design and construction of both the Indiana Stadium and the Convention Center Expansion, the CIB will continue to own and operate the existing Indiana Convention Center ("Existing Convention Center").

With the authorization of and funding for the Lucas Oil Stadium and the Indiana Convention Center Expansion now in place, and the stadium under construction, the ISCBA is commencing the process of selecting an architect and other appropriate consultants to perform masterplanning, programming, concept design and other select services for the convention center expansion. A consultant may be selected for all or any portion of the requested services. This selection process will proceed based solely upon the proposals hereafter submitted to the ISCBA, along with our analysis and negotiations relating to such proposals, all per the terms of this RFQ.

The ISCBA anticipates the contract for these services to commence in the second quarter of 2006. The Masterplanning and Programming Phase are anticipated to take 4 - 6 months. Upon successful conclusion of this phase, the ISCBA anticipates moving immediately into the Design Phase. Construction is scheduled to start in the third quarter of 2008 and complete in 2010.

Facilities Information

Provided below is some background as to the existing and the to be constructed facilities for which your services will be required, which may be useful in developing your response to this RFQ.

A. Existing Convention Center

The Existing Convention Center (not including the RCA Dome) includes the following public areas:

- Seven Exhibit Halls Totaling – 300,000 S.F.
- Four Ballrooms Totaling – 72,000 S.F.
- Forty Eight Meeting Rooms Totaling – 68,000 S.F.

B. Convention Center Expansion

Under the conceptual design previously developed by the CIB, the Convention Center Expansion will include the following public spaces:

- Exhibit Spaces – 275,000 S.F. to 300,000 S.F.
- Ballroom – 65,000 S.F. to 70,000 S.F.
- Meeting Rooms – Approximately 54,000 S.F.
- Modification to existing spaces

This conceptual plan includes the demolition of the RCA Dome sometime in the spring or summer of 2008, with the intent of building this next expansion on the old Dome footprint.

The specific layout and configuration of the Convention Center Expansion will hereafter be developed and approved during the design and construction process, consistent with a Development Agreement to be executed between the ISCBA and the CIB.

The current thinking of the ISCBA and the CIB is that the existing Convention Center will remain in operation and continue to book events during the construction of the expansion project.

II. Requested Services

The ISCBA is seeking professionals with qualifications in any or all of the following areas. Respondents should submit their qualifications for any or all of the services contained in the following groups:

Group 1 – Masterplanning, Programming, and Concept Design

- Lead Architect
- Associate Architect(s)
- Programming/Functional Planning
- Urban Design
- Site Planning

The scope of services for this Group 1 relates to the interaction of the Convention Center with the surrounding neighborhood, including the new Stadium, the basic concept, programming, masterplanning, circulation and function of the existing building and expansion.

Group 2 – Selected Consultant Services

- Civil Engineering
- Structural Engineering
- Mechanical Engineering (HVAC, Plumbing, Fire Protection)
- Electrical Engineering (Power, Data, Fire Alarm)
- Building Code Consultant
- Parking Consultant
- Food Service Design

Selected respondents for Group 2 will provide respective services for the Project from schematic design through construction.

III. Selection Process

At this time, we are only requesting responses for the specific services described herein. In addition, we are requesting that each organization submit their qualifications solely and not as part of a team. **Therefore teaming by the respondents is prohibited.** One of the most important decisions an owner must make in the development of a design team is how to determine the responsibilities of each firm. We believe our interests are best served by making a determination of team members and their respective roles after the qualifications of all firms have been evaluated. It is our intent to include team members with national and local experience. In addition, we encourage qualified MBE and WBE firms to submit their qualifications as part of this process.

Group 1: The selected firms from Group 1 will comprise the Masterplanning Team. The ISCBA will short-list respondents, may request additional information, and may invite firms for interviews. Following the interviews, the ISCBA may select one or more firms to complete the required services.

Should the ISCBA determine the work of the Masterplanning Team to be satisfactory during the masterplanning, programming and concept design phase of the project the ISCBA reserves the right to engage any or all partners for the design phase, to be known as the Design Team, of the project at the sole discretion of the ISCBA and subject to successful contract negotiations.

Group 2: The ISCBA will short-list respondents, may request additional information, and may invite firms for interviews. The ISCBA may select one or more Group 2 firms to complete the required services. The selected firms will be directed to work with the to-be-designated Design Team. The selected Masterplanning Team may participate in the selection process; however the Selection Committee of the ISCBA will make the final selection decision.

Group 3: Other Design Disciplines

The remaining design services, including, but not limited to:

- Landscape Architecture
- Acoustical Design
- Lighting Design
- Interior Design
- Signage and Graphic Design
- Security Consultant
- Accessibility Consultant

will be selected at a later date.

IV. RFQ and Project Schedule

Release RFQ	April 10, 2006
RFQ Questions Due	April 26, 2006
MBW/WBE Outreach Meeting	Confirmed meeting date and time will be sent to RFQ recipients via email
RFQ Responses Due 12:00 Noon	May 3, 2006
Group 1 Interviews	May 9 th – May 17 th , 2006
Selection of Group 1 at May ISCBA Board Meeting	May 23, 2006
Start Masterplanning	June 1, 2006
Select Group 2 at interim June Selection Committee Meeting	June 2006
Masterplanning Ends and Design Begins	January 2007
Design Complete	January 2008
Demolition and Construction Begins	Spring 2008
Construction Complete	Fall 2010

V. MBE/WBE Participation

It is the intent of the ISCBA to include participation of Minority and Women Business Enterprises (MBE/WBE) throughout the Masterplanning and Design phases of the Project. The State of Indiana has established the following goals for this Project.

15 % Minority Business Enterprise (MBE)

5 % Women Business Enterprise (WBE)

The Selection Committee encourages MBE/WBE firms to submit for any and all services contained in Group 1 and Group 2 services. Group 3 services will be recruited later.

VI. Submission Requirements

Submittals must follow the **format and order** shown below.

1. **Cover Letter.** Provide a letter of introduction and interest in the Project, signed by the lead professional who will work on this project. The letter must contain an affirmation of your willingness and ability to work with any and all team members selected by the ISCBA.

2. Respondent Profile

- A) Firm Name:
- B) Address, Telephone Numbers, Fax, E-mail Address, and Internet Address for:
 - 1) Principal Place of Business:
 - 2) Principal-in-Charge:
 - 3) Primary Staff Assigned to this Project:
- C) Number of full-time employees:
- D) Business Type (partnership; corporation; LLC; LLP; etc):
- E) Year Organized:
- F) Number of Years of Operation under Present Name:
- G) Average Annual Revenue for Past 3-Years:
- H) Does your firm maintain a permanent business presence in the state of Indiana? If so, please identify the location, number of firms, and numbers of years you have had a permanent business presence in Indiana.
- I) List all major projects currently under contract (include name of project, owner, type, services rendered, contract amount (yours), percent complete, and scheduled completion date):
- J) List all projects completed for the State of Indiana or City of Indianapolis, or any of their related agencies, boards, commissions or authorities, including owner, project, services rendered, total project cost, and completion date.
- K) Has your firm ever defaulted on a contract? If "yes", state circumstances:

- L) Has your firm ever failed or refused to perform or complete any of its work prior to completion pursuant to the contract? If "yes", state circumstances:
- M) Have any claims been filed by or against your firm within the past 6-years? If "yes", state circumstances:
- N) Is your firm certified as a Minority Business Enterprise ("MBE") or a Women's Business Enterprise ("WBE") by the Indiana Department of Administration, Minority and Women's Business Enterprise Division ("MWBED") or any other certifying entity? If yes, state the certifications your firm holds and attach copies of the certifications to this response.
- O) Does your firm meet any of the following criteria that qualify it as an Indiana business?
 - 1) Principal place of business is located in Indiana.
 - 2) Pays a majority of its payroll (in dollar volume) to residents of Indiana.
 - 3) Employs Indiana residents as a majority of its employees.
 - 4) Makes significant capital investments in Indiana. Significant capital investments are defined as either of the following:
 - a) Investing at least five million dollars (\$5,000,000) in plant and/or equipment.
 - b) Making at least two million five hundred thousand dollars (\$2,500,000) in annual lease payments.
 - 5) Has a substantial economic impact in Indiana. A company has a substantial Indiana economic impact if it is a top 500 company in one (1) of the following categories:
 - a) Number of employees as reported to the Indiana Department of Workforce Development ("DWD").
 - b) The amount of unemployment taxes paid as reported to DWD.
 - c) Amount of sales tax collected and remitted to the Indiana Department of Revenue ("IDOR").
 - d) The amount of payroll withholding taxes reported and remitted to IDOR.

- e) The amount of corporate income taxes reported and remitted to IDOR.

3. Team Staffing and Individual Experience

- A) Provide an organizational chart for the project team that will support the Convention Center project. List qualifications and experience of all persons to be assigned to the project, the assignment of responsibilities, the percentage of time that each team member is envisioned to devote to the project, commitments to other ongoing projects for each team member, availability and flexibility of non-assigned support resources for the project, and primary physical location (city, state).
- B) Provide a two page (maximum) summary resume for each individual included on the organizational chart highlighting experience relevant to the scope of work. When referencing relevant experience, please include i) the employee's role in the project, ii) the employee's employer at the time of the project and the date of the project.
- C) Provide a narrative about how the team intends to function internally.
- D) Provide a commitment that the consultant team, especially the project manager(s), shall remain in place for the duration of the project(s).
- E) Provide a brief narrative on your firm's past experience in working with public sector minority, or women-owned business opportunity programs.

4. Experience

In approximately ten (10) pages or less respond to the questions outlined below. Focus on firm qualifications and experience of relevant-type work. The Respondent must list, as references, projects that were conducted by the persons who will be doing the work for the ISCBA, rather than a listing of projects completed by the firm in general.

- A) Provide general statement of qualifications for this project. Address the major work tasks required to complete all aspects of the project outlined, and demonstrate your understanding of the work involved. Your statement of qualifications must clearly explain why Respondent is particularly suited to complete this project. Demonstrated skills are necessary in each discipline as described within this RFQ.
- B) Has your firm provided masterplanning, programming, design or other selected services for large public assembly venues and/or convention centers in a major urban setting? If so, please provide the following information for each such project:

- 1) The name, date, location and description of the project.
- 2) The names of people who participated in the project, and their role.
- 3) The project budget and final cost
- 4) The scheduled completion date and the actual completion date

C) Has your firm provided masterplanning, programming, design or other selected services on any major projects in the City of Indianapolis or the State of Indiana? If so, please provide the following information for each such project:

- 1) The name, date, location and description of the project.
- 2) The names of people who participated in the project, and their role.
- 3) The project budget and final cost
- 4) The scheduled completion date and the actual completion date

D) What additional experience or information would your firm like to have considered by the ISCBA?

5. **Description of Services.** In approximately one page, list the services for which you wish the ISCBA to consider your firm. These must correspond to the services requested in this RFQ, from either Group 1, Group 2 or both.

6. **References.** Provide a listing of no less than three references with contact phone numbers and email addresses for projects completed in the last five years. Include the name, location, and total budget for the projects referenced.

7. **Professional Fees**

- A) Provide a schedule of hourly rates for firm's personnel that will be assigned to the project.
- B) Detailed fee proposals will be requested from short-listed firms at a later date.

VII. Technical Items

ISCBA Rights

Issuance of this RFQ does not compel the ISCBA to award a contract. The ISCBA reserves the right to reject any or all responses, wholly or in part; to waive any technicalities, informalities, or irregularities in any response at its sole option and discretion. The ISCBA reserves the right to award a contract in whole or in part, to award multiple contracts to multiple Respondents, to re-solicit for responses or to temporarily or permanently abandon the procurement. If the ISCBA awards a contract, it will award the contract to the Respondent whose response is the most advantageous to the ISCBA.

Proposal Submission

A) Number and Description of Original and Copies

Mail or deliver one (1) original and nine (9) copies of the response documents specified to the ISCBA. All documents should be 8 1/2" x 11" and stapled, or bound in 3-ring binders. The copies should be bound in a manner that facilitates easy handling and reading by the ISCBA. The original and the copies must read exactly the same.

Include with the response a table of contents that includes page number references. The table of contents should be in sufficient detail to facilitate easy reference to the sections of the response as well as separate supplemental information.

B) Submission Due Date

Submittals are due by 12:00 noon on May 3, 2006 and should be directed to:

John Klipsch, Executive Director
ISCBA
425 W. South Street
Indianapolis, IN 46225

C) Late Submission

Responses received by the ISCBA after the Submittal Date and Time indicated WILL NOT be considered. The Respondent assumes the risk of the method of dispatch chosen. Responses will not be accepted via transmittal by telephone, facsimile or electronic communication equipment. The ISCBA assumes no responsibility for delays caused by the U.S. Postal Services, package delivery systems, mail delivery systems, or weather. Postmarking by the due date shall not substitute for actual response receipt.

Ownership of Proposal

All materials submitted in response to this request become the property of the ISCBA and may become a part of any resulting contract. Award or rejection of a response does not affect this right.

Release of Claims, Liability and Preparation of Expenses

Under no circumstances shall the ISCBA be responsible for any response preparation expenses, submission costs, or any other expenses, costs or damages, of whatever nature incurred as a result of Respondent's participation in this RFQ process. Respondent understands and agrees that it submits its response at its own risk and expense and releases the ISCBA from any claim for damages or other liability arising out of the RFQ and award process.

Duration of Respondent's Offer

The response constitutes an offer by the Respondent that shall remain open and irrevocable for a period of 90 days.

Errors in Submittals

The ISCBA shall not be liable for any errors in Respondent's submittal. Except during negotiations initiated by the ISCBA, no modifications to the submittal shall be accepted from the Respondent after the Submittal Date. Respondent is responsible for careful review of its entire submittal to ensure that all information, including pricing, is correct and complete. Respondents are liable for all errors or omissions contained in their submittal.

Withdrawing Submittals

Respondents may withdraw their submittal at any time prior to the Submittal Date and Time by submitting a written request to the Contact for RFQ Inquiries indicated on the Title Page. The written request must be signed by an authorized representative of the Respondent. The Respondent may submit another submittal at any time prior to the due date and time. No submittal may be withdrawn after the Submittal Date without approval by the ISCBA. Such approval shall be based on Respondent's submittal, in writing, of a reason acceptable to the ISCBA in its sole discretion.

Addendum

The ISCBA reserves the right to issue addenda to the RFQ at any time prior to the due date, for any reason.

Oral Presentations

Finalist(s) may be required to give an oral presentation. Each firm should be prepared to discuss and substantiate any area of its response, its own qualifications for the services required, and any other area of interest relative to this response. However, the ISCBA will provide specific direction to Finalists at the appropriate time.

Submittals Subject to Public Disclosure

Except for the fee proposal, the ISCBA considers all information, documentation and other materials submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under Indiana law. By submitting a response, Respondent agrees to release the ISCBA from any liability resulting from ISCBA's disclosure of such information.

Responsible Respondents

The ISCBA reserves the right to award contracts only to responsible Respondents. Responsible Respondents are defined as companies that demonstrate the financial ability, resources, skills, capability, willingness, and business integrity necessary to perform on the contract. The ISCBA's determination of whether a Respondent is responsible is at the ISCBA's sole discretion.

Notification of Award

If the ISCBA awards a contract as a result of this RFQ process, the ISCBA will deliver to the selected Respondent a notice of award.

The resulting contract shall consist of a mutually acceptable professional services contract that may incorporate by reference:

- 1) The terms, conditions, specifications and requirements of this RFQ and its attachments;
- 2) Any addenda issued by the ISCBA pursuant to this RFQ;
- 3) All representations (including but not limited to, representations as to price, specifications, performance, and financial terms) made by the Respondent in its response; and
- 4) Any mutually agreed upon written modifications to the terms, conditions, specifications, and requirements to this RFQ or to the response.

Questions and Inquiries

Respondents who have questions about this RFQ should fax, e-mail or mail such questions to:

John Klipsch, Executive Director
ISCBA
425 W. South Street
Indianapolis, IN 46225
Fax: (317) 631-4212
Email: jklipsch@iscba.in.gov

With a copy to:

Lori Dunlap, Contract and Budget Manager
ldunlap@iscba.in.gov

No calls will be accepted and no other person may speak on behalf of this RFQ.

Responses to all questions which involve an interpretation or change to this RFQ will be issued in writing by addendum and mailed to all parties recorded by the ISCBA as having received a copy of the RFQ. All such addenda issued by ISCBA prior to the time that responses are received shall be considered part of the RFQ.

Only additional information provided by formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.